



Meeting Notes

Date: 3 April, 2012 - Board of Directors Meeting

Committee Members:

Elya Joffe, Murlin Marks, Dan Roman, Doug Nix, Ivan VanDeWege, Thomas Ha, Jan Swart, Daniece Carpenter, Silvia Diaz Monnier, Richard Nute, Doug Kealey, Kevin Ravo, Tom Shefchick, Paul Wang, Mike Nicholls, Steli Loznen, Juha K Junkkarinen, Stefan Mozar, Ashish Arora,

Guests: , Dan Arnold, Jim Bacher, Mark Montrose, Henry Benitez

Participants:

Elya Joffe, Dan Roman, Doug Kealey, Doug Nix, Jan Swart, Juha K Junkkarinen, Kevin Ravo, Mike Nicholls, Murlin Marks

AGENDA

- Meeting called to order
- Secretary's Report
- Approval of Agenda
- Approval of Minutes
- Past President Summary
- President's Statement
- Treasurer's Report

VP Reports

- Member Activities
- Conferences
- Technical Activities
- Communications

Old Business

New Business

Next meeting

Meeting called to order at 12:06 PM PST ; Adjourned at 1:49 PM PST

Action items from this meeting

3 April, 2012

04.2012.01 Tom Ha to identify potential GOLD board members. Remove current GOLD member for non-attendance.

04.2012.02 Doug Kealey - continue with Atlanta proto-chapter arrangements

- 04.2012.03 Murlin to provide 2013 budget for 2013 president-elect
- 04.2012.04 Elya to prepare "Presidential" letter to Beijing Chapter Chair. Paul to translate
- 04.2012.05 Doug Nix to check with Anna that there is an appropriate conference activity to give the Best Paper Award
- 04.2012.06 Ivan to provide an update of TC activities

- 03.2012.01 - All BOD – need ideas for Society awards - please give ideas to Murlin,
- 03.2012.02 – Ivan - form ad hoc group within the Forensic TC to address ways to respond; Rich Nute will serve as advisor; list of short term and long term goals with timeline - ad hoc group formed
- 03.2012.05 - Need from VPs – Budget estimate for the year
- 02.12.04 - Doug Kealey – contact group in Atlanta for possible meeting during Board meeting in June
- 02.12.05 - Ivan – request check with TC for possible members in Atlanta area who can be a speaker
- 02.12.06 - Jan – send notice to all VP for budget items for 2013
- 02.12.07 - Thomas Ha – identify lead volunteer for social networks such as LinkedIn
- 02.12.08 - Thomas Ha – verify rules for chapters
- 02.12.13 - Thomas, Doug, Dan, Daniece – develop membership satisfaction survey by May telecom
- 02.12.18 - Thomas and Doug K. - Establish a plan for the Chapter Chair meeting for the Portland Symposium
- 01.12.a Distinguished Lecturer program – need to work on developing program – would like to have preliminary plans by June – Thomas
- 01.12.b Doug Nix - make a template for announcements for Chapter sponsored workshops

Meeting report

Elya called the meeting to order, welcomed everyone, and thanked Murlin for taking the minutes in Daniece's absence. Elya said he was glad to hear that Daniece's surgery went well. Everyone wished her a speedy recovery.

Secretary's Report - Agenda approved. Minutes from March 6 meeting were approved with one correction: Doug Nix did attend the meeting.

Past President Report - Election announcement is in the forthcoming Newsletter, to be followed by an e-blast in a couple of weeks. Murlin led a discussion of using e-blast to communicate with PSES members. There was agreement that "one blast a fortnight" was reasonable for significant items. Every six weeks or so, we should send a blast asking for Newsletter material. Although any board member can send an e-blast, Elya suggested that blasts should be taken on only at the VP level, and with Dan Roman in the loop.

President's Report -

Elya, once again wished Daniece a speedy recovery. Elya requested that flowers be sent to Daniece with a "good health" greeting card. Jan volunteered to take care of that [The Action Item has been completed and flowers were sent, contributed by Exponent.]

Elya re-iterated the need for **all VPs to provide Jan their 2012 forecasts of anticipated expenditures as well as their 2012 budgets.** Murlin will provide a budget proposal for the president-elect.

Elya discussed the VP's participation on the long-range strategic planning committee. Any board member - or other PSES member - interested in running for office would be welcome on the strategic planning committee as well.

Elya said that he is pondering the PSES scope. Is it strictly "product safety" engineering or a broader "safety" engineering? Are we happy with the current FOI. There is a sense that the current FOI discourages some from joining the PSES. This is something to be considered in the future. BoD members were requested to start giving thought to this issue for future consideration.

Member Report - Tom Ha and Doug Kealey

Tom's white paper is finished. He will be sending it to the board shortly. Elya asked all board members to provide their comments to Tom.

The white paper identifies five main membership elements:

1. **Awareness**
2. **Recruitment**
3. **Engagement**
4. **Renewal**
5. **Re-instatement**

How do we go beyond the one thousand threshold?

Doug Nix brought up the need for an effective marketing committee.

Paul is trying to encourage the Beijing section to approve the Beijing Chapter. Can the section have demands in excess of IEEE requirements? Apparently they can. Elya requested that a target date of end of June, 2012 be set for accomplishing the goal for forming the chapter and proposed to write a "presidential" letter to the Section Chair (Paul will translate to Chinese). Murlin will send Elya a copy of an email that Murlin sent to the Beijing section leadership last year, indicating that the PSES was fully supportive of the chapter. [done]

Another possibility is to have a joint chapter.

Tom and Doug Kealey are putting together a chapter development committee.

We need to remind chapters about chapter leadership elections that should be held either every year or bi-annually. Chapters should be setting elections up late in the summer to allow for an orderly nomination and election process before the end of the year.

Doug Nix said that he will be going to the Reliability Society Chapter Congress that will be held in Denver. He will pass on ideas he gets from the conference.

Tom is working with the Consumer Electronics Society to develop joint chapters. If joint chapters don't work out, then we are looking into building parallel programs. Tom is using the Orange County Chapter as a test case.

The concept of chapter champions was discussed. A "champion" would be a local leader working through all the issues that come up in building a thriving chapter. Chapter "angels" are different. They are board members or other experienced society leaders providing support from a board/society perspective. Mike Nicholls will start to organize this.

Doug Kealey is working on a new Atlanta Chapter. They are having a formative meeting just before our June board meeting. We should contact the IEEE section, and see what we can do to get their support/involvement.

We are signed up for the EMC Symposium in Pittsburg. Tom is coordinating our activities. We need a few more members to man our table. Richard Georgerian might be able to help out.

On April 30, there will be a conference call to introduce chapter chairs to the technical committees.

Re Awards, Murlin reported that the forthcoming Newsletter will have a request for award ideas. He would like support for proposals to go through the full IEEE process. That would require significant funding and probably take at least a year.

The conference Best Paper Award has been set up. Elya asked Doug Nix to check with Anna that there is an appropriate conference activity to give the Best Paper Award.

Conferences Report - Doug Nix

See his written report. Additionally, we are developing webinars. We are trying to pin down dates. The goal is to deliver workshop at least twice by the end of June, as well as at our conference.

Elya asked about the June Argentina conference. Doug said that he hadn't heard anything from Silvia so he believed it was on course. Elya asked Doug to check.

Starting in 2014, our conference will be in the second week in May. Venues have been identified through 2016. By the end of this year, we will need a location for 2017. Vancouver, B.C. is one possibility.

Elya said that he is working on South Africa workshops in October, 2012. Elya is asking for a volunteer to speak at several venues over four or five days.

Elya reported that starting in February, 2014, there will be an EMC/PSE conference in Israel, and then bi-annually in other Mediterranean area locations.

Technical Activities - Ivan

Elya requested that Ivan provide a report of TC activities.

Communications - Dan Roman

Dan reported that the Newsletter should be going out momentarily. There was a brief discussion of the readership level of the Newsletter.

Old Business -

Consumer Reports article - We may work with the Consumer Electronics Society to have some sort of forum to look at the issues.

GOLD members - We need an active GOLD member on our board. Tom will identify potential candidates.

New Business -

Elya reminded board members - especially VPs - to check our three-year plan and prepare reports for our June meeting. It's getting down to crunch time for our evaluation in November.

Monthly teleconference schedule First Tuesday of the month at Noon Central U.S. time (unless scheduled otherwise)

May 1, 2012

June 5, 2012

July 3, 2012

August 7, 2012

September 4, 2012

October 2, 2012

November 2012 – no teleconference scheduled

December 4, 2012

Time :

US Time: 3 PM EDST - 2 PM CDST - 1 PM MDST - 12 PM (noon) PDST -

Tel Aviv, Israel - 10 PM - Buenos Aires – 4 PM

Sydney, Australia - - 7 AM (Wednesday) - Beijing, China – 4 AM Wednesday

Please note that the times **may vary** depending on the local adoption of Daylight Savings Time.

ALWAYS check your local time.

Time is based on **US Central time zone. (Austin, Texas)**

Convenient web based planner is at <http://www.timeanddate.com/worldclock/meeting.html>

April minutes prepared by MM